

Request for Proposals Cover Sheet

City of DeKalb, IL Transit Service – Price Proposal

Addendum 1: August 29, 2018

All information provided in submitted proposal is subject to FOIA requests. Budgetary information included in this submission shall be exempt from disclosure by subsection 7(1)(g) of the Illinois Freedom of Information Act (5 ILCS 140/). Any request to protect other submitted information from a FOIA request MUST be identified in the submittal and include all applicable statute numbers from the Act.

RFP #: TRANSIT-2018-01.5

Name of Project: Transit Service Provider Price Proposals

General Description of Project: The City of DeKalb is seeking proposals from transportation providers interested in providing fixed route transit service in DeKalb, IL. This is the supplemental Price Proposal RFP which shall be submitted in conjunction with RFP #: TRANSIT-2018-01 Transit Service Provider Request for Proposals.

Website Link: <http://www.cityofdekalb.com/bids.aspx>

Type of Proposal: Price Proposal

City Representative (for questions, comments, or information):

Name: Brian Dickson

E-Mail: brian.dickson@cityofdekalb.com

RFP Release Date: Tuesday, July 24, 2018

RFP Addendum 1 Release Date: Wednesday, August 29, 2018

RFP Due Date: Friday, September 7, 2018

Deadline: 1:00 P.M.

All Price Proposals should be delivered with the actual RFP (TRANSIT-2018-01) but within a separate envelope. The Price Proposal shall be received by mail or hand-delivered no later than 1:00 P.M. on the Due Date outline above at:

**Accounts Payable / Purchasing Agent
City of DeKalb Municipal Building
200 S. Fourth Street
DeKalb, IL 60115**

Title on Package: RFP TRANSIT-2018-01.5 TRANSIT SERVICE PROVIDER PRICE PROPOSAL

Required Security: N/A.

Required Insurance: See Insurance Requirements outlined in the document below.

All firms desiring to submit a proposal under these Agreement Documents shall contact Mr. Dickson (contact info above) and provide contact information, including email address, at which notices can be sent to and received from the proposed PROPOSER by no later than Tuesday, August 7, 2018, at 4:00 P.M. This address will be used for official communications from the City, including pre-proposal communications.

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PRICE PROPOSAL

Transit Services for the DeKalb Illinois Urbanized Area

July 24, 2018

General Information

The City of DeKalb (hereinafter CITY) has issued a Request For Proposal (RFP) for fixed-route bus service in the DeKalb Illinois metropolitan area. The RFP shall contain the comprehensive technical information on the proposal to provide public transit services in the DeKalb urbanized area. This supplemental Price Proposal (PP) must accompany the RFP in a separate envelope. This PP identifies the information which must be included within the Price Proposal as well as the financial requirements which shall be part of any transit service provider agreement issued between the transportation provider (hereinafter PROPOSER) interested in providing fixed route bus service within the urbanized area of DeKalb Illinois (*see Appendix B: Service Area*) including the City of DeKalb, the City of Sycamore, and on the Northern Illinois University campus. Service shall begin on or about January 1, 2019 and end December 31, 2023. Based on funding and mutual agreement of the CITY and the PROPOSER, the agreement period may be extended for up to two additional twelve-month periods.

The CITY, as the fiscal agent for all state and federal public transit funding for the DeKalb Illinois urbanized area, shall have direct oversight over all day to day operations of the PROPOSER. The DeKalb Sycamore Area Transportation Study (hereinafter DSATS), as the Metropolitan Planning Organization (hereinafter MPO) for the DeKalb urbanized area, shall review any proposed changes to the current route and schedule system, and the use of United States Federal (hereinafter FEDERAL) funds allocated to the DeKalb urbanized area for Transit Capital improvement projects and operating assistance funding.

Price Proposals are requested from qualified transportation service providers to furnish professional services pertinent to the scope of services outlined below for the provision of public transportation for the DeKalb Illinois urbanized area.

The Schedule of Events for this procurement are:

- July 23, 2018 – RFP approved by City Council
- August 7, 2018 at 2:00 P.M. – Pre-bid Meeting,
 - City of DeKalb Municipal Building, Ellwood Conference Room, 200 S. 4th Street, DeKalb, IL 60115
 - Teleconferencing is allowed; however, the CITY shall not reschedule the pre-bid meeting should a technological failure prevent teleconferencing from occurring.
 - Please contact the City Representative for details should a respondent wish to teleconference.
- August 21, 2018, at 4:00 P.M. – Deadline for submitting questions
- August 29, 2018 – RFP Addendum 1 and answers to PROPOSER questions released.
ALL CHANGES TO RFP HIGHLIGHTED IN YELLOW.
- September 7, 2018 at 1:00 P.M. – Proposals due
- September 24, 2018 – October 5, 2018 – Interviews and Negotiation
- October 22, 2018 – Approval by City Council
- January 1, 2019 – Service begins.

Please return your price proposal and RFP by **Friday, September 7, 2018, by 1:00 P.M.** by mail or drop-off in person to Accounts Payable / Purchasing Agent, City of DeKalb Municipal Building, 200 South Fourth Street, DeKalb, IL 60115 demonstrating the qualifications of your firm to meet criteria contained herein. A compact disk (CD) or jump drive with a copy of the full proposal shall be included in the packet. Eight printed copies of the proposal shall also be delivered to the CITY. Proposers are responsible for all costs associated with the preparation and submission of their proposal.

Interviews of qualified contractors will be conducted on a date to be determined in **September 2018**. Final agreement approval will be at the DeKalb City Council meeting, **Monday, October 22, 2018 at 6:00 P.M.** **Please note: if your firm is the selected firm it will be necessary to negotiate an agreement by no later than October 5, 2018 at 11:00 A.M. in order to seek approval at the scheduled October 22, 2018, DeKalb City Council meeting.**

Should you have any questions, please contact the City Representative: Brian Dickson brian.dickson@cityofdekalb.com.

Scope of Services

The scope of services is provided within the Transit Services for the DeKalb Illinois Urbanized Area RFP # TRANSIT-2018-01 (<https://www.cityofdekalb.com/Bids.aspx?CatID=17>).

Proposal Specifications

Submission of Price Proposals

1. All price proposals shall be received by the City of DeKalb Finance Department by no later than 1:00 P.M. on **Friday, September 7, 2018**. Proposals received after that deadline shall not be returned or opened and shall not be considered responsive to this request.
2. All price proposals shall be signed by the individual responsible for making proposals. Unsigned proposals shall not be considered.
3. All copies of Price Proposals shall be submitted in a separate sealed envelope or container separate from the Technical Proposal. The proposal shall be submitted in an opaque envelope and shall bear on the outside of the envelope the name and address of the PROPOSER. The outside shall be identified clearly as **RFP TRANSIT-2018-01.5 TRANSIT SERVICE PROVIDER - PRICE PROPOSAL**.
4. Proposal shall consist of:
 - a. Eight (8) printed copies of the Technical Proposal with applicable literature and other supporting/required documents, including at least two (2) original signature sheets,
 - b. Eight (8) printed copies of the Price Proposal, including at least two (2) original signature sheets;
 - c. Two (2) electronic copies of the Technical and Price Proposals, on two (2) CDs, DVDs or USB flash drives, in Microsoft Word or Excel.

Evaluation Criteria

The following criteria will be used to evaluate the technical and price proposals.

- Technical Proposal

- I. Firm Qualifications (50 Points)
- II. Organization and Staffing Plan (50 Points)
- III. Operating Methodology (40 Points)
- IV. Professional References (10 Points)
- Price Proposal
 - V. Proposed Price/Costs (50 Points)

V. PROPOSED PRICE (50 POINTS)

- 1) Prices/costs shall be provided on a total operating cost per revenue-hour of service with an identification of the anticipated annual number of service hours to provide the proposed services (complete Table 1. Fixed Route Price Summary. On Page 9 below). The Price Proposal shall be submitted in a separate envelope.
- 2) A marginal cost model to add or subtract minor service changes up to 10% service hours per year shall be included in the Price Proposal.
- 3) First year startup costs will be identified and will not be used in the basis for cost increases in subsequent years. Cost of buses shall not be included as a one-time start up cost.
- 4) A full operating budget for the first year of the agreement based on the Illinois Department of Transportation (IDOT) Downstate Operating Assistance Program (DOAP) OP-4 form shall also be submitted in the separate price proposal. It is recognized that a cost per revenue-hour rate and an annual operating budget will not correspond one-to-one as there are fixed and variable costs. The operating budget shall be used to identify comparison of individual costs. The operating budget submitted shall be based on the provision of proposed services (*see Table 2. IDOT DOAP OP-4 FORM (LABOR SUPPLEMENT SHEET), Table 3. IDOT DOAP OP-4 SUPPLEMENT SHEET 2, and Table 4. IDOT DOAP OP-4 EXPENSE BUDGET on below*). A full autofilling PDF form of the DOAP Application Form shall be available on the RFP webpage (<https://www.cityofdekalb.com/957/Transit-Services-RFP>). PROPOSERS may use this PDF to fill out the OP-4 form (pages 41 of 60 through 50 of 60).
- 5) Cost increases in the following years shall be based on the rules identified in the Financial Requirements and supported with the DOAP budget submitted to the City for the next fiscal year.
- 6) PROPOSER shall submit a Fuel Adjustment Plan with an estimated base cost for the proposed revenue miles and a base per gallon price.
- 7) If all-electric buses are proposed as a portion of the fleet, a fuel adjustment factor for kilowatt-hours will be collaboratively developed.
- 8) The Cost and Budget Forms shall be reviewed. The submitted price shall be allocated so many points determined by the reviewing members. The lowest PROPOSER shall receive the full points, with other PROPOSERS points prorated. The submitted budget shall be reviewed to ensure that all PROPOSERS are reasonably identifying their costs to support the contract. The review of the cost shall be based on the initial year of the contract. Cost

increases in the following years shall be based on the rules identified in the Financial Requirements and supported with the DOAP budget submitted to the City for the next fiscal year.

- 9) The PROPOSER may submit additional information that will add value to the contract and their proposed price that will distinguish their proposal from other competitive proposals and exceeds the minimum requirements of this section

Operational Services

A. FINANCIAL REQUIREMENTS

- 1) The CITY reimburses the selected PROPOSER at a single rate for services provided based upon the number of revenue hours provided during the invoice period. The PROPOSER is expected to identify this reimbursement rate based on the selected PROPOSER'S operating costs.
- 2) Actual reimbursement will be in accordance with Federal Transit Administration (FTA) and IDOT DOAP requirements. The selected PROPOSER shall submit a monthly invoice for reimbursement based upon the single rate of services identified in the price proposal. selected PROPOSER will additionally submit all required IDOT DOAP forms and any modifications to those forms required by IDOT during the duration of this contract.
 - a) The CITY reserves the right review and negotiate the proposed rate during agreement negotiations with the selected PROPOSER. If the CITY exercises its option to renew the agreement for a subsequent year(s), selected PROPOSER's charges shall be allowed to increase yearly based on the following requirements:
 - i) Rate shall not to exceed the Consumer Price Index (CPI) increase for the previous twelve (12) months;
 - ii) CPI shall be based on Index for the Midwest Region for Urban Wage Earners and Clerical Workers (CPI-W) for the portion of the consumer Price Index for all items, as determined by the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov/news.release/cpi.t06.htm>);
 - iii) The rate of increase per year shall not exceed 5% (five percent) unless explicitly approved by the CITY in writing; and
 - iv) As required by state regulation, use of fuel containing ethanol gasoline is required in gasoline-powered vehicles.
 - b) The award of any agreement is contingent upon availability of funds received by the CITY pursuant to grants under FTA Section 5307 and the IDOT Downstate Operating Assistance Program (DOAP). A portion of those funds will be used for CITY administrative expenses. Reductions in the funding levels of those programs will result in a reduction in bus service provided and a subsequent reduction in selected PROPOSER compensation.
 - c) Any changes in services or fares shall be approved by the CITY and include a public hearing conforming to the DSATS Public Participation Plan (<http://www.dsats.org/501/Public-Participation-Plan-PPP>), advertised in the local newspaper, with all required FTA clauses included.

- d) The City Manager will set an estimate of the maximum agreement amount as of July 1 each year. The selected PROPOSER will be notified quarterly as to the balance of the agreement.
 - e) Should the FTA or IDOT identify any findings related to this agreement during the Triennial Review or any other reviews or audits, both the CITY and selected PROPOSER shall agree to modify this agreement to address any findings.
- 3) The selected PROPOSER and CITY staff shall work collaboratively to develop and update a five (5) year Capital and Operating Financial Plan.
- 4) The selected PROPOSER shall be reimbursed monthly based on the number of Vehicle Revenue Hours provided that month. The selected PROPOSER shall submit the Vehicle Revenue Hour rate (*see Table 1. Fixed Route Price Summary. on page 9 below*) for which the selected PROPOSER expects to be reimbursed as of January 1 of current year. In order to receive reimbursement, the selected PROPOSER and CITY agree to the following:
- a) The selected PROPOSER agrees to submit all required information needed to submit the DOAP required quarterly and yearly reports to CITY staff;
 - b) The selected PROPOSER shall hire an Auditor to perform their annual audit of their organization as it relates to this agreement and provide copy to the CITY;
- 5) The selected PROPOSER shall collect fares, tickets, vouchers and/or other authorized tender for travel and report such revenue to the CITY. Such fares constitute a portion of the local match.
- 6) Fare box revenue shall be deposited in a CITY bank account each week. The selected PROPOSER shall provide adequate information on fares collected and passengers carried each week showing number of fares collected by fare type. The selected PROPOSER shall implement the Fare Structure as defined by the CITY. All such deposits shall be accompanied by a detailed log of all revenues received and routes operated on, in form and content acceptable to the City. The selected PROPOSER shall generate and maintain records of all route operations and all revenues received from each route, again in form and content acceptable to the CITY.
- 7) The CITY shall agree to provide payment to the selected PROPOSER following the end of each calendar month. Upon receipt of an itemized bill, including documented vehicle service hours provided.
- a) The CITY will reimburse the selected PROPOSER for revenue hours provided during the invoice period.
 - b) All payments will occur within five (5) business days after the payment is approved at a CITY council meeting. The selected PROPOSER will be provided a list of check payment dates and the date an invoice shall be submitted in order to be paid on a certain date.
 - c) Within 20 calendar days of the end of each quarter, the selected PROPOSER shall submit a quarterly DOAP operating cost report (*see Table 5. IDOT DOAP FORM 10-C on page 15 below*) to the City. This report identifies the actual costs incurred in the previous quarter separated out by line-item as identified in the 10-C report.
 - d) At the end of the STATE fiscal year, the selected PROPOSER shall submit a final annual DOAP operating cost report (DOAP 10-C) to the CITY. At the discretion of the

- CITY and availability of funds from the current DOAP agreement, the selected PROPOSER may be reimbursed for allowed operating costs not funded by the monthly payment based on vehicle service hours. Should the monthly service hour payments exceed the final annual DOAP 10-C report expenditures, the selected PROPOSER shall be expected to refund the CITY for any overpayment of services.
- e) The CITY must submit an annual DOAP grant application each year, prior to the next State Fiscal Year (SFY) (which operates from July 1 to June 30). The grant application is typically due in late March to early April each year. As part of the annual budget process, the selected PROPOSER must submit the DOAP OP-4 budget form to the CITY at least 20 days prior to the date the CITY must submit the grant application to IDOT. This budget shall be for the next SFY.
- 8) The CITY shall only provide payment upon receipt of DOAP grant fund payments received from the STATE to cover invoice requests and all financial obligations of the CITY shall be limited to payment of grant funds actually received.
- a) The selected PROPOSER, in collaboration with the CITY, may seek to increase fare revenue and/or reduce levels of service in order to continue services. The selected PROPOSER shall provide a written request and justification for the cost increases or service reductions to the City.
- b) Upon receipt of funds, the CITY agrees to pay all remaining invoices, up to the amount received from the STATE, within five (5) business days of receipt of funds.
- c) Any reduction in services or other cost cutting measures shall be approved by affected communities and Northern Illinois University and subject to the public involvement procedures for changes in service that satisfy the program-of-project requirements of the FTA Section 5307 Program and subject to the DSATS Public Involvement Participation Plan regulations (<http://www.dsats.org/501/Public-Participation-Plan-PPP>). The City Council makes the final decision on service reductions or fare increases.
- d) The selected PROPOSER expressly acknowledges that the payments due to it are subject to the CITY's receipt of grant funds, as well as a requirement of prior City Council approval of each invoice. Accordingly, the selected PROPOSER waives any requirement of strict compliance with the Local Government Prompt Payment Act and acknowledges that the requirement of prior grant funding receipt and Council approval shall supersede any other timeline imposed by law or by the terms of this RFP (or the final agreement awarded).
- 9) TAXES: The CITY is exempt from Federal Excise Tax and the Illinois Retailer's Occupation Tax. Accordingly, by submitting a proposal, the selected PROPOSER acknowledges and affirms that the proposal does not include any amounts designated for those taxes. The CITY shall not assume any liability for any FEDERAL, STATE, or municipal taxes. The CITY shall provide such documentation as shall be required to evidence this tax exemption; should the selected PROPOSER fail to make appropriate (lawful) use of such exemption, the selected PROPOSER shall be responsible for payment of all such taxes and they shall not be billable to the CITY.
- 10) TAX RECOVERY: The selected PROPOSER will provide invoices for fuel that show any state or federal fuel taxes that are paid.

Table 1. Fixed Route Price Summary.
City of DeKalb Fixed Route Price Summary
RFP #: TRANSIT-2018-01.5

YEAR	Hourly Rate (Marginal Cost)	Fixed (Monthly Fee)	One-Time Start Up Cost	Price 55,575 Hours
2019				
2020			X	
2021			X	
2022			X	
2023			X	

Table 2. IDOT DOAP OP-4 FORM (LABOR SUPPLEMENT SHEET)

**DOWNSTATE
STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION**

**URBAN DOWNSTATE OPERATING ASSISTNCE PROGRAM (DOAP)
DATA ENTRY SHEET
COMPLETE THIS FORM FIRST
(Data will be carried forward to the budget form (OP-4))**

501. Labor

.01 Operator Salaries and Wages

Are your operators unionized? ☐ Yes ☐ No

If "Yes," give contract expiration date:

NOTE: PLEASE ATTACH COPY OF MOST RECENT LABOR CONTRACT.

FULL-TIME

	Number of Operators	Average Hourly Wage	Annual Total Wages	
Estimated 2019:	<input type="text"/>	<input type="text"/>	<input type="text"/>	(a)

PART-TIME

	Number of Operators	Average Hourly Wage	Annual Total Wages	
Estimated 2019:	<input type="text"/>	<input type="text"/>	<input type="text"/>	(b)

Estimated 2019:	Operator's Overtime	<input type="text"/>		(c)
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CATEGORY TOTAL: 501.01: (a)+(b)+(c)

501. Labor

.02 Other Salaries and Wages

	Job Title	Number of Employees in this Position	Estimated FY 2019 Salaries & Wages
+	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	<input type="text"/>	<input type="text"/>	<input type="text"/>
+	<input type="text"/>	<input type="text"/>	<input type="text"/>
-	<input type="text"/>	<input type="text"/>	<input type="text"/>

Table 3. IDOT DOAP OP-4 SUPPLEMENT SHEET 2

**DOWNSTATE
STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION**

**URBAN DOWNSTATE OPERATING ASSISTANCE PROGRAM (DOAP) DATA ENTRY SHEET
BUDGET FORM SUPPLEMENT**

**ESTIMATED FUEL USAGE
LEASES AND RENTALS
DEBT SERVICE FOR EQUIPMENT AND FACILITIES**

Fuel Table

Class	Object	Fuel Type	Number Gallons	Estimated Cost Per Gallon	Cost
504	.01	Gas			
	.01	Diesel			
	.01	Other			

Lease Table

	Leased Item	Cost	Effective Date of the Lease	Lease Expiration Date
+				
+				
+				
+				
-				

Debt Service

Payments made, including principal and interest, on publicly owned equipment or facilities. In addition to the following information, please attach a full description of the equipment or facilities, and attach a copy of the loan or borrowing agreement.

	Equipment/Facility	Interest Amount	Principal Amount	Total
+				
-				

Table 4. IDOT DOAP OP-4 EXPENSE BUDGET

Class	Object	Description	Estimated Expenses	Class Total
501	Labor			
	.01	Operator Salaries and Wages		
	.02	Other Salaries and Wages		
		Category Total - 501		
502	Fringe Benefits			
	.01	FICA or Railroad Retirement		
	.02	Pension Plans (including long-term disability insurance)		
	.03	Hospital, Medical, and Surgical Plans		
	.04	Dental Plans		
	.05	Life Insurance Plans		
	.06	Short-Term Disability		
	.07	Unemployment Insurance		
	.08	Workers Compensation Insurance		
	.13	Uniform and Clothing Allowance		
	.14	Other Fringe Benefits		
		Category Total - 502		
Explain:	<i>Explain any other fringe benefit entries here, if necessary</i>			
503	Services			
	.01	Management Service Fees		
	.02	Advertising Fees		
	.03	Professional and Technical Fees		
	.04	Temporary Help		
	.05	Contract Maintenance Services		
	.06	Custodial Services		
	.07	Security Services		
	.99	Other Services		
		Category Total - 503		
Explain:	<i>Explain other service entries here, if necessary</i>			
504	Materials and Supplies Consumed			
	.01	Fuels and Lubricants (<i>See special fuel usage table at the end of this section</i>)		
	.02	Tires and Tubes		
	.99	Other Supplies and Materials (<i>enter below</i>)		
	.99	Items Directly related to transit and maintenance vehicles		
	.99	Items Directly Related to General Office Administration		
		Category Total - 504		
505	Utilities			
	.01	Utilities (All)		
		Category Total - 505		

Class	Object	Description	Estimated Expenses	Class Total
506	Casualty and Liability Costs			
	.01	Premiums for Physical Damage Insurance		
	.02	Recoveries of Physical Damage Losses		
	.03	Premiums for PL & PD Insurance		
	.04	Payouts for Uninsured PL & PD Settlements		
	.05	Provisions for Uninsured PL & PD Settlements		
	.06	Payouts for Insured PL & PD Settlements		
	.07	Recoveries of PL & PD Settlements		
	.08	Premiums for Other Corporate Insurance		
	.09	Other Corporate Losses		
	.99	Recoveries of Other Corporate Losses		
		Category Total - 506		
507	Taxes			
	.03	Property Taxes		
	.04	Vehicles Licensing and Registration Fees		
	.05	Fuel and Lubricant Taxes		
	.06	Electric Power Taxes		
	.99	Other Taxes *		
		Category Total - 507		
Explain:	<i>Explain other tax entries here, if necessary</i>			
508	Purchased Transportation (See Instructions on This Item)			
	.01	Purchased Transportation		
		Category Total - 508		
Explain:	<i>Please briefly describe how you maximize private sector involvement in your transit operations:</i>			
509	Miscellaneous Expenses			
	.01	Dues and Subscriptions (include total IPTA and APTA dues*)		
	.02	Travel and Meetings		
	.03	Bridge, Tunnel & Highway Tolls		
	.07	Bad Debt Expense		
	.08	Advertising/Promotion Media		
	.99	Other Misc. Expenses **		
		Category Total - 509		
511	Interest Expense			
	.01	Long Term Debt Obligation: (<i>Money Borrowed for More than One Year</i>)		
	.02	Short Term Debt Obligation: (<i>Money Borrowed for Less than One Year</i>)		
	.09	Interest on other than tax warrants		
	.10	Interest on Tax Warrants		
		Category Total - 511		

Class	Object	Description	Estimated Expenses	Class Total
512	Leases and Rentals			
	.01	Leases and Rentals (<i>Complete Separate Table</i>)		
		Category Total - 512		
517	Debt Service for Equipment and Facilities			
	.01	Debt Service for Equipment and Facilities (<i>Complete Separate Table</i>)		
		Category Total - 517		
		SUBTOTAL - ALL EXPENSES		
		LESS INELIGIBLE EXPENSES		
		GRAND TOTAL - ELIGIBLE EXPENSES		

Table 5. IDOT DOAP FORM 10-C

FORM OP-10C
Downstate Urban Recipients Requisition Calculation Sheet
 (Page 1 of 2)

Name of Participant:

Grant Obligation Number

FY18: Period Covered by this Report

To Be Filed No Later Than:

<input checked="" type="checkbox"/>	Actual 1st Quarter - July 1 through Sept. 30	December 1
<input type="checkbox"/>	Actual 2nd Quarter - Oct. 1 through Dec. 31	March 1
<input type="checkbox"/>	Actual 3rd Quarter - Jan. 1 through March 31	May 1
<input type="checkbox"/>	Actual 4th Quarter - April 1 through June 30	August 1

When requesting reimbursement of operating funds based on actual expenses or deficits, this report must be accompanied by
 Form OP-10A, Request for Payment, and Form OP-10D, Request for Payment Reconciliation.

CALCULATE ON THE ACCRUAL METHOD OF ACCOUNTING - DO NOT ROUND - PROVIDE ACTUAL CENTS

LINE ITEM DESCRIP.	1st Quarter
401.01 Full Adult Fares	
401.02 Senior Citizen Fares	
401.03 Student Fares	
401.04 Child Fares	
401.05 Disabled Rider Fares	
401.06 Parking Lot Fares	
401.99 Other Rider Fares	
402.00 Special Transit Fares	
403.00 School Bus Service	
404.00 Freight Tariffs	
405.00 Charter Service Revenues	
406.00 Auxiliary Revenues	
407.01 Sales of Maintenance Service	
407.02 Rental of Revenue Vehicles	
407.03 Rental of Buildings & Property	
407.99 Other Non-transportation Revenue	
408.00 Taxes Levied by Transit System	
409.00 Local Cash Grants	
410.01 Local Disabled Fare Assistance	
410.02 Local Senior Fare Assistance	
410.03 Local Student Fare Assistance	
410.99 Other Local Special Fare Assistance	
411.00 State Cash Grants (DOAP)	
412.00 State Special Fare Assistance	
413.00 Federal Cash Grants (5307)	
414.00 Interest Income	
430.01 Contributed Services - Allowable	
430.03 Contributed Services - Unallowable	
430.04 Contra Account for 430.03	
431.00 Contributed Cash	
440.00 Subsidy From Other Sources	
Total Revenue	\$ -

501.01	Operating Wages	
#####	Other Salary / Wages	
502	Fringe Benefits	
503.01	Management Service Fees	
503.02	Advertising	
503.03	Professional / Technical Services	
503.04	Temporary Help	
503.05	Contract Maintenance	
503.06	Custodial	
503.07	Security	
503.99	Other Services	
504.01	Fuel and Lubricants	
504.02	Tires & Tubes	
#####	Inventory Purchases	
504.99	Other Material and Supplies	
505	Utilities	
506	Causality and Liability	
507.01	Federal Income Taxes	
507.02	State Income Taxes	
507.03	Property Taxes	
507.04	Vehicle and License Registration	
507.05	Fuel and Lubricant Taxes	
507.99	Other Taxes	
508	Purchased Transportation	
509.01	Dues and Subscriptions	
509.02	Travel and Meetings	
509.03	Toils	
509.04	Entertainment Expenses	
509.05	Charitable Expenses	
509.06	Fines and Penalties	
509.07	Bad Debt	
509.08	Advertising and Promotion Media	
509.99	Other Miscellaneous Expenses	
511.01	Long Term Debt Obligations	
511.02	Short Term Debt Obligations	
512	Leases, Rentals, Purchase Lease Payments	
517.01	Debt Service - Interest***	
517.02	Debt Service - Principal***	
Total Expenses		\$ -
514	Less Ineligibles	\$ -
Total Eligible Expenses		\$ -
Total Operating Revenues		\$ -
Total Deficit		\$ -

** Please identify all ineligible expenses and the line item they are recorded on:

*** Please identify all assets being expensed from line items 517.01 and 517.02:

Prepared By:

Date